



New Jersey Department of Environmental Protection
NOTICE OF VACANCY
Posting Number: NHR-2017-01

(X) DIVISION/PROGRAM

(X) DEPARTMENT

(X) STATEWIDE

TITLE: Administrative Assistant 2

SALARY: (P21) \$51,529.95 - \$72,953.46

OPENING DATE: February 6, 2017

CLOSING DATE: February 27, 2017

EXISTING VACANCIES: 1 (one)

WORKWEEK: 3E (35 Hour) Workweek

PROGRAM/LOCATION:

NJ Department of Environmental Protection
Natural and Historic Resources
Division of Fish and Wildlife
Director's Office
501 East State Street, 3rd Floor
Trenton, NJ 08625

DESCRIPTION: Assists a division director in a state department, institution, or agency by performing and coordinating administrative support services; does other related work as required.

SPECIFIC TO THE POSITION: Individual selected will report to the Director, Division of Fish and Wildlife and will be responsible for overseeing and administering various internal programs, databases and files. Working closely with the Executive Assistant, individual will be required to assist in processing travel requests and referrals along with maintaining office coverage, answering inquiries, and assisting Bureau Chief's as needed. Preference will be given to candidates with the following skill sets: Familiarity with Microsoft Office Suite including databases; good organizational and communication skills and excellent customer service. Will be required to work 9 a.m. to 5 p.m.

REQUIREMENTS

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree. Note: All college degrees (both U.S. and non-U.S.) and/or transcripts from a college or university must already be evaluated for accreditation by the closing date of the posting. Failure to comply with this requirement may result in ineligibility.

EXPERIENCE: Two (2) years of experience in a business or government agency providing administrative support services and/or coordinating work activities. **NOTE:** Applicants who do not possess the required education may substitute experience as indicated above on a year for year basis.

LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

RESIDENCY: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

AUTHORIZATION TO WORK: Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. **Note:** The State of New Jersey does not provide sponsorships for citizenships to the United States.

NOTE: Interviews will be afforded based on the cover letter, resume and credentials submitted in response to this notice. Please put the posting number in the subject of e-mail submissions.

SCOPE OF ELIGIBILITY: Employees must be serving in a permanent capacity for an aggregate of at least one year in any competitive title immediately preceding the posting date and meet the requirements stated above to be eligible for appointment. Any appointments made from postings which involve movement between divisions, may result in a forfeiture of rights to any promotional lists in the former unit.

SUBMIT LETTER OF INTEREST, RESUME AND E-MAIL ADDRESS BY 4:00 PM ON THE CLOSING DATE TO:

Karen Funari
Natural and Historic Resources
501 East State Street
PO Box 420, Mail Code 501-03
E-Mail Address: NHR.resumes@dep.nj.gov

POSTING AUTHORIZED BY:

Lori Worth, Manager
Division of Human Resources

**Accommodations will be made for qualified applicants or employees with disabilities
New Jersey Department of Environmental Protection is an Equal Opportunity Employer**